



EEOP SHORT FORM

September 21, 2012

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STEP 1: INTRODUCTORY INFORMATION

Grant Title Byrnes Justice Assistance Grant **Grant Number** 2009-SB-B9-0226
Grantee Name: Frederick Police Department **Award Amount:** \$327,351.00
Grantee Type: Local Government Agency
Street Address: 100 West Patrick Street
City: Frederick
State: MD
Contact Person: Lt. Dennis K. Dudley **Telephone #:** 301-600-1206
Contact Address: 100 West Patrick Street
City: Frederick
State: MD
DOJ Grant Manager: Tracey Willis **DOJ Telephone #:** 202-305-1766

Direct Recipient **Subrecipient**

Grant Title Byrnes Justice Assistance Grant **Grant Number** 2010-DJ-BX-0696
Grantee Name: Frederick Police Department **Award Amount:** \$78,272.00
Grantee Type: Local Government Agency
Street Address: 100 West Patrick Street
City: Frederick
State: MD
Contact Person: Lt. Dennis K. Dudley **Telephone #:** 301-600-1206
Contact Address: 100 West Patrick Street

City: Frederick

State: MD

DOJ Grant Manager: Tracey Willis

DOJ Telephone #: 202-305-1766

Direct Recipient Subrecipient

Grant Title Byrnes Justice Assistance Grant Grant Number 2009-DJ-BX-1428

Grantee Name: Frederick Police Department Award Amount: \$79,141.00

Grantee Type: Local Government Agency

Street Address: 100 West Patrick Street

City: Frederick

State: MD

Contact Person: Lt. Dennis K. Dudley Telephone #: 301-600-1206

Contact Address: 100 West Patrick Street

City: Frederick

State: MD

DOJ Grant Manager: Tracey Willis
1766

DOJ Telephone #: 202-305-

Direct Recipient Subrecipient

Grant Title Bullet Proof Vest Partnership Grant Number 2009-SB-B9-0226

Grantee Name: Frederick Police Department Award Amount:
\$142,665.78327

Grantee Type: Local Government Agency

Street Address: 100 West Patrick Street

City: Frederick

State: MD

Contact Person: Lt. Dennis K. Dudley

Telephone #: 301-600-1206

Contact Address: 100 West Patrick Street

City: Frederick

State: MD

DOJ Grant Manager: Tracey Willis

DOJ Telephone #: 202-305-1766

Direct Recipient Subrecipient

Grant Title Byrnes Justice Assistance Grant

Grant Number BJAG-2006-1138

Grantee Name: Frederick Police Department

Award Amount: \$8,100.00

Grantee Type: Local Government Agency

Street Address: 100 West Patrick Street

City: Frederick

State: MD

Contact Person: Lt. Dennis K. Dudley

Telephone #: 301-600-1206

Contact Address: 100 West Patrick Street

City: Frederick

State: MD

DOJ Grant Manager: Tracey Willis

DOJ Telephone #: 202-305-1766

Direct Recipient Subrecipient

Grant Title Community Prosecution & Project Safe Neighborhood (Gun)

Grant Number PSNM-2009-1006

Grantee Name: Frederick Police Department

Award Amount: \$29,160.00

Grantee Type: Local Government Agency

Street Address: 100 West Patrick Street

City: Frederick

State: MD

Contact Person: Lt. Dennis K. Dudley

Telephone #: 301-600-1206

Contact Address: 100 West Patrick Street

City: Frederick

State: MD

DOJ Grant Manager: Tracey Willis

DOJ Telephone #: 202-305-1766

Direct Recipient **Subrecipient**

STEP 2: AGENCY'S WORKFORCE

The City of Frederick Raw Data WORKFORCE UTILIZATION ANALYSIS CHART

Last Updated: 08-17-2011

Occupational Group	Sex	Total City Workforce	Percent of Total in Each Occupation	White	White %	Hispanic	Hispanic %	Black or African American	Black %	Asian	Asian %	American Indian	American Indian %
CIVILIAN WORKFORCE	TOTAL	661											
	Male	419											
	Female	242											
Officials and Managers	TOTAL	38		37	97.37%	0	0.00%	1	2.63%	0	0.00%	0	0.00%
	Male	31	81.58%	30	78.95%	0	0.00%	1	2.63%	0	0.00%	0	0.00%
	Female	7	18.42%	7	18.42%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Professionals	TOTAL	40		38	95.00%	0	0.00%	0	0.00%	2	5.00%	0	0.00%
	Male	23	57.50%	22	55.00%	0	0.00%	0	0.00%	1	2.50%	0	0.00%
	Female	17	42.50%	16	40.00%	0	0.00%	0	0.00%	1	2.50%	0	0.00%
Technicians	TOTAL	18		16	88.89%	0	0.00%	2	11.11 %	0	0.00%	0	0.00%
	Male	9	50.00%	9	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Female	9	50.00%	7	38.89%	0	0.00%	2	11.11 %	0	0.00%	0	0.00%
Protective Services	TOTAL	21		16	76.19%	1	4.76%	4	19.05 %	0	0.00%	0	0.00%
	Male	13	61.90%	10	47.62%	0	0.00%	3	14.29 %	0	0.00%	0	0.00%
	Female	8	38.10%	6	28.57%	1	4.76%	1	4.76%	0	0.00%	0	0.00%

Para-Professionals	TOTAL	177		133	75.14%	5	2.82%	39	22.03%	0	0.00%	0	0.00%
	Male	94	53.11%	66	37.29%	4	2.26%	24	13.56%	0	0.00%	0	0.00%
	Female	83	46.89%	67	37.85%	1	0.56%	15	8.47%	0	0.00%	0	0.00%
Administrative Support	TOTAL	139		131	94.24%	1	0.72%	7	5.04%	0	0.00%	0	0.00%
	Male	48	34.53%	44	31.65%	1	0.72%	3	2.16%	0	0.00%	0	0.00%
	Female	91	65.47%	87	62.59%	0	0.00%	4	2.88%	0	0.00%	0	0.00%
Skilled Crafts	TOTAL	147		140	95.24%	0	0.00%	7	4.76%	0	0.00%	0	0.00%
	Male	123	83.67%	116	78.91%	0	0.00%	7	4.76%	0	0.00%	0	0.00%
	Female	24	16.33%	24	16.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Service Maintenance	TOTAL	81		63	77.78%	1	1.23%	17	20.99%	0	0.00%	0	0.00%
	Male	78	96.30%	61	75.31%	1	1.23%	16	19.75%	0	0.00%	0	0.00%
	Female	3	3.70%	2	2.47%	0	0.00%	1	1.23%	0	0.00%	0	0.00%
SWORN OFFICERS		131											
Professionals	TOTAL	3		3	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Male	3	100.00%	3	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Female	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Protection Services	TOTAL	119		106	89.08%	9	7.56%	0	0.00%	0	0.00%	0	0.00%
	Male	103	86.55%	91	76.47%	3	2.52%	8	8.79%	1	0.00%	0	0.00%
	Female	16	15.53%	15	12.61%	1	0.84%	0	0.00%	0	0.00%	0	0.00%
Technicians	TOTAL	9		8	88.89%	1	11.11%	0	0.00%	0	0.00%	0	0.00%
	Male	9	100.00%	8	88.89%	1	11.11%	0	0.00%	0	0.00%	0	0.00%
	Female	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

STEP 3: COMMUNITY LABOR STATISTICS

The State of Maryland EEO Data

TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2010

EEO Job Category	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	4,500	2,359	2,141	1,804	1,445	363	544	3	3	36	24	2	1	126	91	10	10	15	23
		52%	48%	40%	32%	8%	12%	0.07%	0.1%	0.80%	0.53%	0.04%	0.02%	2.80%	2.02%	0.22%	0.22%	0.33%	0.51%
Professionals	22,029	7,459	14,570	4,651	7,461	2,110	6,132	20	29	212	215	7	12	347	508	37	87	75	126
		34%	66%	21%	34%	10%	28%	0.09%	0.13%	0.94%	0.98%	0.03%	0.05%	1.58%	2.31%	0.17%	0.39%	0.34%	0.57%
Technicians	3,097	1,576	1,521	1,144	766	341	691	5	1	28	4	2	2	27	27	18	11	11	19
		51%	49%	37%	25%	11%	22%	0.16%	0.03%	0.90%	0.13%	0.06%	0.04%	0.87%	0.87%	0.58%	0.34%	0.34%	0.41%
Protective Service Workers: Sworn	2,256	2,011	245	1,502	128	400	106	2	0	9	1	1	0	62	8	2	1	33	1
		89%	11%	67%	6%	18%	5%	0.09%	0%	0.40%	0.04%	0.04%	0%	2.75%	0.35%	0.09%	0.04%	1.44%	0.04%
Protective Service Workers: Non-Sworn	9,070	5,617	3,453	2,917	514	2,349	2,718	7	4	20	2	4	1	263	186	29	16	28	12
		62%	38%	32%	6%	24%	30%	0.08%	0.04%	0.22%	0.02%	0.04%	0.01%	2.90%	2.05%	0.32%	0.18%	0.31%	0.13%
Administrative Support	7,287	748	6,539	312	2,928	372	3,227	1	17	28	61	3	10	19	170	7	48	6	78
		10%	90%	4%	40%	5%	44%	0.01%	0.23%	0.38%	0.84%	0.04%	0.14%	0.26%	2.33%	0.10%	0.66%	0.08%	1.07%
Skilled Craft Workers	1,991	1,929	62	1,283	40	565	22	11	0	19	0	4	0	17	0	12	0	18	0
		97%	3%	44%	2%	28%	1%	0.55%	0%	0.95%	0%	0.20%	0%	0.85%	0%	0.60%	0%	0.90%	0%
Service-Maintenance	3,961	2,077	1,884	556	490	1,405	1,307	5	4	20	12	5	6	50	46	17	5	19	14
		52%	48%	14%	12%	35%	33%	0.13%	0.10%	0.50%	0.30%	0.13%	0.15%	1.26%	1.14%	0.43%	0.13%	0.48%	0.35%
TOTAL	54,191	23,776	30,415	14,169	13,772	7,905	14,747	54	58	372	319	28	32	911	1,036	132	178	205	273
		44%	56%	24.1%	23.4%	14.6%	27.2%	0.10%	0.11%	0.69%	0.59%	0.05%	0.06%	1.68%	1.91%	0.24%	0.33%	0.38%	0.50%

NOTE: The data include State Personnel Management System (SPMS) and Maryland Department of Transportation (MDOT) full-time and part-time employees; contractors are not included.

STEP 4a: UTILIZATION ANALYSIS

FOR ALL INFORMATION COMBINED, SEE ATTACHED “UTILIZATION CHART” on Page 14 of this document.

POLICY STATEMENT:

The City of Frederick values diversity in its workforce, and is an Equal Employment Opportunity employer. The overall goal of the City’s Equal Employment Opportunity policy is to foster and encourage a diverse workforce, and to eliminate barriers with regard to recruiting, hiring, promotion, training and retention of all qualified individuals.

It is the City’s policy that all qualified individuals will be considered for employment, promotion, training, and retention, without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, genetic information, or any other group protected by federal, state or local law. The City does not tolerate discrimination.

As the second largest City in the State of Maryland, the diverse viewpoints, ideas and backgrounds of our employees throughout all departments serve to fuel a spirit of innovation; key to successful service delivery and interactions with the public.

Ensuring our work environment is one which embraces diversity and inclusion is possible because of our ongoing efforts to build a talented and motivated workforce and to maintain a culture that values our differences as individuals. Our leaders champion our diversity and embrace efforts to help every employee understand how our differences can be leveraged to help us work together better, no matter what our background, skills, and/or societal level.

STEP 4b: NARRATIVE—UNDERUTILIZATION ANALYSIS

The U.S. Department of Labor regulations at 41 CFR 60-2.11(b) define underutilization as, "...having fewer minorities or women in a particular occupational group than would reasonably be expected by their availability." In reviewing the Utilization Analysis Chart in Table 1, the Human Resources Department for The City of Frederick has made the following observations:

For reference, Table 1 indicates the assignment of each position within the City to the Occupational Group most applicable. These are the numbers used to develop the utilization analysis. The City’s data is then compared to the State of Maryland FY-2010 data in order to analyze underutilization.

In the Occupational Group “Officials/Managers,” the greatest underutilization is with White Females at 15.48%. Black Males in this category are underutilized at 5.88%, Hispanic Males at 0.35%, Asian Pacific Islander Males at 0.89%, and American Indian Males at 0.07%. In addition to White Females, Females are also underutilized in the Occupational Group Officials/Managers for Black at 12.76%, Hispanic at 0.54% and Asian Pacific Islander at 0.59%.

Technicians are underutilized for Black Males at 11.31%, Hispanic Males at .36% and Asian Pacific

Islander at 1.00%, while Female Technicians are underutilized for Black at 11.82%, Hispanic at .63%, Asian Islander at .20% and American Indian at .03%.

Civilian Protective Services are underutilized for Hispanic Males at .32%, Asian Pacific Islander at .27% and American Indian at .08%, while Black Females are underutilized at 26.07%, Asian Pacific Islander Females at .03% and American Indian Females at .05%.

Protective Services (Sworn Officers) are underutilized for Black Males at 11.45% and American Indians for 0.09% and for Black Females at 4.09%, Hispanic and Asian Pacific Islander at .05%. Because this Job Category encompasses the City's Police Department, the vast majority of jobs are sworn police officers. The civilian workforce for the Police Department is dispersed among the remaining job categories in relatively small numbers as compared to sworn officers, so those positions are limited and require a high level of technical expertise in their respective fields. Because there are so few civilians in this department, no matter who fills these positions, there will likely always be a resultant underutilization of a protected group.

The Jobs Group Category – Office/Clerical contains approximately 17.5% of the City's total workforce. The City is underutilized in Males for Black (3.12%), Asian Pacific Islander (.44%) and American Indian (.01%). The highest underutilization for Female Office/Clerical jobs includes Black Females (almost 43%), Hispanic and Asian Pacific Islander (slightly more than 1%), and Female American Indians by .24%.

Nearly 19 percent of the City's workforce falls into the Skilled Craft Jobs Group. Black Males are underutilized by 24%, Hispanic Males by 92%, Asian Pacific Islander Males by 1.17% and American Indian by .56% whereas Black females are underutilized in this job category by slightly over 1%.

In the Occupational Group—Services/Maintenance, the City is underutilized for Black Males by nearly 17%, Asian Pacific Islander by .65%, and American Indian by .13%, while White Females are underutilized by 10.28%, Black Females by nearly 33%, Hispanic Females by .36%, and Asian Pacific Islander by .47% and American Indian by .10%.

In the Officials/Administrators' Category, there is greater underutilization among white and black females. In fact, 82% of executives (director/deputy director) are White Males, while only 18% are White Females. Minorities are not well represented in the Officials/Administrators' Job Group Category.

In the Protective Services (Sworn) Job Category, Black Males show the highest deficit at 11.45% and Black Females show a 4% deficit. Accordingly, the department places strong emphasis on focused recruitment efforts to enhancing diversity within the sworn workforce. The screening and selection process is vastly more comprehensive than for other City departments. A background investigation, polygraph, and written and physical abilities testing are included. These screening tools reduce the pool of qualified candidates.

Law Enforcement has also been typically a male dominated profession for many years. Although women have made progress, their climb up the promotional ladder has been slow. Promotion to ranks higher than entry level require not only a require time in service for eligibility, but also

development and demonstration of supervisory skills and expertise. Candidates for promotion must compete in a complex assessment process for limited rank positions. Promotional eligibility lists are developed as a result, and promotions are made only as ranks become vacant. As time has moved on, several women have reached “Officials” level, including three (3) Lieutenants and three (3) Corporals. “Patrol Officers” comprise the majority of the Department. Across the board in the Protective Services (Sworn) Jobs Group Category, a deficit exists with females. Black Females are under by 4.09% and the other minority groups less than 1% each.

The “Office/Clerical” Category shows a small amount of underutilizations in all categories with the exception of Black Females at nearly 43% underutilization.

In the “Skilled Craft” Category, the City is underutilized in Black Males at 24%.

Again, the Services/Maintenance Category indicates underutilization for Black Males of nearly 17%, Asian Pacific Islanders at .65%, and White Females at more than 10%, Black Females at nearly 33% and Female Hispanic and Asian Pacific Islanders at less than 1% underutilization.

Technological advances and the growth of a global economy bring people closer together than ever before. Businesses, educational institutions and even governments are constantly looking for ways to better serve their constituents. This includes being able to attract and retain the best, most qualified, high-performing workforce. Organizations and governments that set into play the most innovative policies and processes to do this will maintain a competitive advantage among their counterparts and increase their organizational effectiveness.

To achieve success in the government services sector, we must have the ability to draw on our most valuable resource – the knowledge, skills and abilities of our workforce. Establishing a workforce in The City of Frederick which closely mirrors the demographics of the state and local communities—and one which embraced a culture of inclusion—is essential. These practices reflect to our constituents (the citizens and public within The City of Frederick) our understanding that valuing and recognizing diversity and inclusion is very important for the long-term growth and well-being of this community. In drawing on the varied skills of a diverse workforce, we will translate into effective delivery of essential services to our Frederick community with its diverse needs.

Section 138 of the Charter of The City of Frederick states:

Prohibited actions; penalties, exceptions

- (a) (1) Except as to factors related to the ability to perform the work, The City of Frederick shall not favor or discriminate against any City employee or applicant for employment because of the employee’s or applicant’s race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, or any other group protected by state law. The City of Frederick shall not favor or discriminate against any City employee or applicant for employment because of the employee or applicant’s political opinions or affiliation.

The City is committed to achieving the goal of attracting, selecting, hiring and retaining the most qualified candidates without discrimination against an individual for reasons of race, color, religion,

sex, national origin, age, marital status, veteran status, disability, sexual orientation, or any other group protected by state law. The City of Frederick is committed to being an Equal Opportunity Employer in all our employment practices.

The City of Frederick has faced many challenges in the past three years due to the lagging economy which resulted in lost revenues. Shrinking budgets have affected the City's recruiting and hiring processes. Effective January 27, 2010, Mayor Randy McClement implemented a hiring freeze as a cost-containment measure. Since then hiring has been limited to essential positions which are approved only after strict review.

Nonetheless, we believe:

- (1) That The City of Frederick will benefit from improved efforts to attract and maintain increased diversity of our workforce. Attainment of a diverse workforce will translate into effective delivery of essential services to the Frederick community—a community with diverse needs.
- (2) A culture of diversity cannot and will not succeed without the express support of the City's leaders and managers for it is **they** who are primarily responsible for the success of diversity efforts. In turn, they must ensure that diversity policies are effective—both on the micro and the macro levels.
- (3) Leaders and managers must create a strategic plan to develop diversity initiatives throughout the organization. Diversity must be the thread that weaves its way throughout every aspect of the City's functions and purpose.
- (4) The views and involvement of employees will contribute to the success of the diversity and inclusion programs. Diversity and inclusion efforts cannot succeed without the involvement of employees. A diverse organization requires that employees be open and flexible to solutions and practices which do not always match their own opinions and solutions. They must be open to ideas and thoughts expressed by a diverse community and embrace a collaborative, team-based approach to addressing citizen's concerns. In the end, it is the delivery of innovative solutions and services that can help this organization overcome the barriers to increasing productivity and deliver value to the citizens of The City of Frederick and the public.

In keeping with the City's commitment to having a workforce that reflects the community it serves, The City of Frederick will examine its recruitment and retention practices to see if there may be ways to attract and retain greater numbers of minorities across the board in all departments..

STEPS 5 and 6: OBJECTIVES AND STEPS

1. **Identify any barriers in recruitment that might deter Black, Hispanic (and/or other minority) males and females from applying for positions in all Jobs Group Categories.**

- a. The City of Frederick Human Resources Department will review minority hiring across all departments within the past 12 months and interview a cross-section of minority hires (50%) to find out how they learned about the opportunity for which they were hired and to better understand why they accepted the position with The City of Frederick. Human Resources will also inquire as to whether anything in the recruitment or training process might be changed to encourage more Black males and females and Hispanic males and females to apply for employment with The City of Frederick. Based upon their feedback, The City of Frederick will reexamine its outreach and training efforts for employees and supervisors and if necessary, develop a revised outreach program within the Fiscal Year 2013 to attract more minority candidates.
- b. Building on The City of Frederick's current policy to conduct Exit Interviews with all employees who voluntarily leave the City, the City will review the comments, particularly from Black males and females and Hispanic males and females who voluntarily leave employment with The City of Frederick in the next 12 months. Based on this research, the City will review how its employment policies and practices may affect the recruitment and retention of these minorities and report to the Mayor and Senior Management semiannually on trends identified in the Exit Interview process.

2. Communicate our Equal Employment Opportunity/Affirmative Action Goals.

- a. Current— In general, job vacancies for The City of Frederick are communicated to a diverse group of organizations. We encourage these organizations to communicate these vacancies and encourage all individuals who meet the minimum qualifications to apply for the jobs for which they qualify. Currently, the City advertises vacancies to the following organizations:
 - Kaplan University
 - Housing Authority of The City of Frederick
 - Maryland Municipal League
 - Hispanic Center of Frederick
 - Frederick County Workforce Services and the Maryland Workforce Exchange
 - Department of Veteran Affairs
 - Islamic Society of Frederick

The Human Resources Department has researched other recruiting resources to target a diverse range of applicants; however, many of those resources come with a financial commitment. Recruiting advertising funds have been reduced over the past three (3) years due to budget constraints. This has impacted our ability to reach out to minority organizations in order to advertise job openings.

- b. Future—The Maryland Job Network (marylandjobnetwork.com) has recently reached out to the City's Human Resources Department to introduce their web site that can assist the City by casting a wider net in the Maryland, D.C. and Virginia area to bolster our diversity and inclusion efforts. Advertising City job vacancies at marylandjobnetwork.com will provide a direct conduit to Community & Diversity Outreach partners including: business professionals, diversity organizations, historically

black colleges and universities, minority applicants, people with disabilities, professional/technical groups, state workforce agencies, other universities and colleges, veterans and women. This web site will give us access to 3.6 million monthly job seekers.

c. Targeted Actions

1. Online Media: Maximize use of available free online media opportunities.
2. College Recruiting: take an active approach toward attracting college-educated applicants by making and keeping contact with colleges and universities around the region.
3. Community Activities: attend organized community-sponsored events such as ethnic festivals and fairs in order to reach a largely untapped source of our diverse community.
4. Liaison with Community Leaders: actively seek out community leaders and solicit their assistance in locating and referring potential applicants to the City.
5. Build Institutional Contacts: involve employees with schools and other institution programs geared toward mentoring young people. Cultivate opportunities for High School and College internships.
6. Job and Career Fairs: participate in job fairs, career days, and other structured recruiting programs.
7. Military Recruitment: attend military job fairs, conduct on-site recruiting, and work closely with transition offices of military installations to ensure that military personnel transitioning out of the service are made aware of the opportunities within the City.
8. Site Recruitment: identify and select high visibility and high volume locations within minority communities and conduct recruitment activities there.

3. Train/Educate Our Workforce.

- a. January 10, 2012, Human Resources presented a training class, *Appreciating Differences in the Workplace*. The workshop focused on teaching employees to appreciate the benefits that diversity can bring to our place of work, helped them to examine the challenges associated with working in a diverse work environment, and finally, taught them techniques to create a more harmonious workplace. On January 18, 2012 a training class on *Conflict Resolution & Respect in the Workplace* was held. These workshops help to promote diversity and inclusion and are open to all employees of the City.

In the fall of FY-2012, City Human Resources launched **Supervisor Basic Training** which is mandatory for all employees of The City of Frederick who supervise other City employees. The training consists of eight (8) comprehensive training areas. Module 2 focuses on employment law and provides supervisors information about the importance of diversity and inclusion in the workplace.

- b. Future—In FY-2013, the City will again present diversity training open to all employees of the City. Supervisory Basic Training will continue throughout FY-2013, and this EEO Plan will be presented to all supervisors across the City. Additionally, a copy of the plan will be made available to all supervisors.

STEP 7a. INTERNAL DISSEMINATION

1. Distribute an electronic copy of the EEOP to all employees, along with an email memo that explains how to access the EEOP.
2. Provide a hard copy to each Department Director for inspection by employees without computer access.
3. Require Directors to ensure that all employees are aware of the existence of the EEOP and how to access it.
4. Post a copy of the EEOP Short Form on the City's internal network drive.
5. Include a bound copy of the EEOP Short Form among the materials displayed in the lobby of The City of Frederick Human Resources Department.

STEP 7b: EXTERNAL DISSEMINATION

1. Post a copy of the EEOP Short Form on The City of Frederick's public website.
2. Distribute a bound copy of the EEOP Short Form to the City's local public library for display in their reading rooms.
3. Include on all job announcements for City job vacancies that applicants may obtain a copy of The City of Frederick's EEOP Short Form upon request.
4. Notify all contractors and vendors who do business with The City of Frederick that a copy of The City of Frederick's EEOP Short Form is available upon request.

TABLE 1: UTILIZATION CHART - Comparison of The City of Frederick to The State of Maryland (Utilizing FY-2010 Data)

JOBS GROUP CATEGORY	Total COF Workforce	Male					Female				
		White	Black	Hispanic	Asian Pacific Islander	American Indian	White	Black	Hispanic	Asian Pacific Islander	American Indian
OFFICIALS/ADMINISTRATORS	38	30	1	0	0	0	7	0	0	0	0
Workforce %		78.95%	2.63%	0%	0%	0%	18.42%	0%	0%	0%	0%
CLS #		1804	363	15	38	3	1445	544	23	25	3
CLS %		42.32%	8.52%	0.35%	0.89%	0.07%	33.90%	12.76%	0.54%	0.59%	0.07%
Utilization %		36.63%	-5.88%	-0.35%	-0.89%	-0.07%	-15.48%	-12.76%	-0.54%	-0.59%	-0.07%
PROFESSIONALS	40	22	0	0	1	0	16	0	0	1	0
Workforce %		55.00%	0%	0%	2.50%	0%	40.00%	0%	0%	2.50%	0%
CLS #		4651	2110	75	219	20	7461	6132	126	227	29
CLS %		22.10%	10.02%	0.36%	1.04%	0.10%	35.44%	29.13%	0.60%	1.08%	0.14%
Utilization %		32.90%	-10.02%	-0.36%	1.46%	-0.10%	4.56%	-29.13%	-0.60%	1.42%	-0.14%
TECHNICIANS	18	9	0	0	0	0	7	2	0	0	0
Workforce %		50.00%	0%	0%	0%	700.00%	38.89%	11.11%	0%	0%	0%
CLS #		1144	341	11	30	5	766	691	19	6	1
CLS %		37.96%	11.31%	0.36%	1.00%	0.17%	25.41%	22.93%	0.63%	0.20%	0.03%
Utilization %		12.04%	-11.31%	-0.36%	-1.00%	699.83%	13.47%	-11.82%	-0.63%	-0.20%	-0.03%
PROTECTIVE SERVICES (Civilian)	21	10	3	0	0	0	6	1	1	0	0
Workforce %		47.62%	30.00%	0%	0%	0%	28.57%	4.76%	4.76%	0%	0%
CLS #		2917	2349	28	24	7	514	2718	12	3	4
CLS %		33.09%	26.64%	0.32%	0.27%	0.08%	5.83%	30.83%	0.14%	0.03%	0.05%
Utilization %		14.53%	3.36%	-0.32%	-0.27%	-0.08%	22.74%	-26.07%	4.63%	-0.03%	-0.05%
PROTECTIVE SERVICES (Sworn)	131	102	9	3	1	0	15	1	0	0	0
Workforce %		77.86%	6.87%	2.29%	0.76%	0.00%	11.45%	0.76%	0.00%	0.00%	0.00%
CLS #		1502	400	33	10	2	128	106	1	1	0
CLS %		68.80%	18.32%	1.51%	0.46%	0.09%	5.86%	4.86%	0.05%	0.05%	0.00%
Utilization %		9.06%	-11.45%	0.78%	0.31%	-0.09%	5.59%	-4.09%	-0.05%	-0.05%	0.00%
PARA-PROFESSIONAL	177	66	24	4	0	0	67	15	1	0	0
Workforce %		37.29%	13.56%	2.26%	0%	0%	37.85%	8.47%	0.56%	0%	0%
CLS #		Note State data does not									

		include this job category									
		Male					Female				
JOBS GROUP CATEGORY	Total COF Workforce	White	Black	Hispanic	Asian Pacific Islander	America n Indian	White	Black	Hispanic	Asian Pacific Islander	American Indian
OFFICE/CLERICAL	139	44	3	1	0	0	87	4	0	0	0
Workforce %		31.65%	2.16%	0.72%	0%	0%	62.59%	2.88%	0%	0%	0%
CLS #		312	372	6	31	1	2928	3227	78	71	17
CLS %		4.43%	5.28%	0.09%	0.44%	0.01%	41.57%	45.82%	1.11%	1.01%	0.24%
Utilization %		27.22%	-3.12%	0.63%	-0.44%	-0.01%	21.02%	-42.94%	-1.11%	-1.01%	-0.24%
SKILLED CRAFT	147	116	7	0	0	0	24	0	0	0	0
Workforce %		78.91%	4.76%	0%	0%	0%	16.33%	0%	0%	0%	0%
CLS #		1283	565	18	23	11	40	22	0	0	0
CLS %		65.39%	28.80%	0.92%	1.17%	0.56%	2.04%	1.12%	0.00%	0.00%	0.00%
Utilization %		13.52%	-24.04%	-0.92%	-1.17%	-0.56%	14.29%	-1.12%	0.00%	0.00%	0.00%
SVCS/MAINTENANCE	81	61	16	1	0	0	2	1	0	0	0
Workforce %		75.31%	19.75%	1.23%	0%	0%	2.47%	1.23%	0%	0%	0%
CLS #		556	1405	19	25	5	490	1307	14	18	4
CLS %		14.47%	36.56%	0.49%	0.65%	0.13%	12.75%	34.01%	0.36%	0.47%	0.10%
Utilization %		60.84%	-16.81%	0.74%	-0.65%	-0.13%	-10.28%	-32.78%	-0.36%	-0.47%	-0.10%

Total Civilian Labor Force

792

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.



Randy McClement
Mayor



Date